

Vermont Public Library Compensation and Staffing Survey

Detailed Guide to Section C: Benefits

In this section, you are asked about the various benefits your library (or your town or city) offers library staff. You will answer questions about both full- and part-time staff, and various kinds of benefits, including health, dental, leave (paid time off), retirement, and more.

You may need to work with whomever fulfills your human resources functions, whether that is you, a Board designee, your town treasurer, etc to answer the questions in this section. If you are unsure who to reach out to for this information, your Board chair, town clerk, or town treasurer may be a good starting point. For many, this section may be the most time consuming, because you are asked not only about benefits, but which staff are eligible.

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What you'll need

You'll need to have information, including costs and eligibility, on the following benefits:

- Health & dental benefits
- Leave (paid time off)
- Retirement plans
- Paid family leave
- Short- and long-term disability
- Unemployment insurance.

Reporting eligible staff

Questions 1d, 1f, 2c, 2e, 3c, 3f, 4b, 4c, 5c, 5e, 6c, 6e, 7c, and 7e ask how many full- and part-time staff are eligible for each benefit. Please be sure to reply with a



number — for example, if you have 3 full-time staff eligible, and the total number of full-time staff in your library is 3, please enter 3 rather than “all” or “everyone.”

Reporting benefits coverage

For each type of benefit in this section, you are asked to report what portion is paid by the employer. Most individual libraries will not have this information on hand, so you will need to set aside time to connect with your local resources.

For health and dental benefits, you are asked to report the average percent of coverage paid by the employer for both full- and part-time staff (if applicable).

For paid leave/paid time off, you are asked to report the average number of paid leave hours for both full- and part-time staff (if applicable). Like the questions in section B, you will need to add up the leave for each eligible staff member and take the average.

For example, if you have two full-time staff who are eligible for paid leave, one with 2 weeks a year and one with 5, you would need to add those numbers together (7), multiply by the number of hours in a full-time week (which might be 32, 35, 37.5, or 40, depending on your organization and/or municipality), and then divide that resulting number by 2 to get the average number of annual paid leave hours. In this example, if full-time was 35 hours a week, the total number of paid leave hours would be 245, which would be divided by 2, the number of staff. The answer, 122.55, would be rounded up and reported as 123 hours.

For employer-paid retirement benefits, you are asked to report on both participation in VMERS (Vermont Municipal Employee Retirement system) and in a 401(k) or 403(b) for both full- and part-time staff (if applicable). You will need to know what percentage your organization or municipality is contributing to answer these questions.

For question 5, employer-paid family leave, you only need to complete the question if your organization or municipality has a local policy that provides a level of benefit higher than that available under State statutes.



For employer-paid short-term and long-term disability, you are asked to report the average percent of coverage paid by the employer for both full- and part-time staff (if applicable).

For employer-paid unemployment insurance, you simply need to know if the library and/or its municipality pay into Vermont's unemployment trust fund.

Question 9, other paid benefits or stipends

For the items in question 9, you need only to know if these benefits are available. You do not need to report who is covered by them or what level of coverage is supported.

Tuition remission means staff can have their own personal tuition for higher education or professional certifications for job-related courses, education, or certification paid or reimbursed by the employer.

Access to technology for personal use means the employer might pay for a mobile phone, mobile phone plan, tablet, laptop, wireless hotspot, etc that can be used for both personal and work-related needs. Technology stipend means you receive some kind of reimbursement or payment for such items, but it is your responsibility to purchase and/or maintain the technology.

Free beverages and snacks means these are available to you on a relatively ongoing or consistent basis, rather than by chance, at holidays, or for staff birthdays or celebrations. Do not check yes if the only option available to you consistently is a water cooler or bubbler or coffee in the break room.

